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CITY OF GREENVILLE

POLICY NO. HR-2

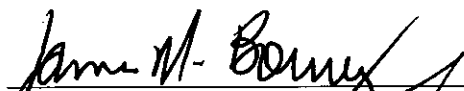
DATE: June 1, 2009

SUBJECT: Equal Employment Opportunity


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APPROVALS:



City Manager



City Attorney



Human Resources Director

I. **Purpose**

The purpose of this policy is to ensure fair and equitable treatment of all City employees and all candidates for employment with the City of Greenville.

II. **Applicability**

This policy applies to all employees and candidates for employment with the City of Greenville.

III. **Definitions**

- **Discrimination:** Treatment or consideration of, or making a distinction in favor of or against, a person or thing based on the group, class, or category to which that person or thing belongs rather than on individual merit; unfair treatment of one person or group, usually because of prejudice about race, ethnicity, age, religion, or gender.
- **Equal Employment Opportunity Commission (EEOC):** The Federal agency responsible for enforcing federal discrimination laws.
- **Protected Class:** Group of individuals who have faced discrimination and are now protected under federal and state nondiscrimination laws. Protected classes under Federal laws include age, disability, gender or sex, race, color, religion, national origin, and veterans' status.

IV. **Policy**

The City of Greenville prohibits, forbids, and does not tolerate discrimination against anyone in the protected class on the basis of race, color, religion, sex, age, national origin, veteran status, or disability. All employees, managers, supervisors, and job applicants are guaranteed the same employment opportunities. No person or employee, no matter his or her title or position, has the authority, expressed, actual, apparent or implied, to discriminate against another employee of the City of Greenville. The City further prohibits verbal, physical, or visual conduct that belittles or demeans any individual on the basis of race, color, religion, sex, age, national origin, veteran status, or disability.

The City of Greenville, therefore, will not itself discriminate against any employee, manager, supervisor, or applicant on the basis of race, color, religion, sex, age, national origin, veteran status, or disability. The City of Greenville's supervisors and management will make all recruitment, placement, selection, training, promotion, layoff, and termination decisions based solely on job-related qualifications and abilities without regard to race, color, religion, sex, age, national origin, veteran status, or disability.

The City will administer and conduct all personnel procedures including compensation, benefits, discipline, training, recreational and social activities, and safety and health programs without regard to an individual's race, color, religion, sex, age, national origin, veteran status, or disability.

V. Procedures

A. Reporting Discrimination

Any questions, problems, or complaints regarding a violation of this policy, or concerning discrimination in general, must be reported to a supervisor, department head, or to the Director of Human Resources. If he/she feels uncomfortable doing so; or if the supervisor, department head, or Human Resources Director is the source of the problem, condones the problem, or ignores the problem, the report may be made to any member of the Collective Risk Management Team (CRMT).

As yet another alternative, the City has provided a toll-free, 24-hours/day available *Employee Protection Hotline* which employees may call to report the wrongdoing. The complaint will then be referred to the CRMT whose members have been trained to discreetly and professionally investigate and manage such employee complaints. ***To report a complaint using the Employee Protection Hotline call toll-free 1-(800) 576-5262 day or night, 24 hours per day.*** When reporting complaints via the hotline, be sure to indicate the *City's Organization Code* which is ***10046***.

Employees are not required to directly confront the person who is the source of their discrimination complaint before reporting such discrimination through any of the individuals or reporting channels listed above. Managers and supervisors who receive such reports should contact the Human Resources Director or a member of the CRMT to coordinate the investigation and handling of these potentially serious risks.

B. Employee's Obligation

All City personnel are required to carry out the spirit and intent of this policy in order to provide an affirmative equal opportunity environment for all, in order to ensure a diverse workforce for the City of Greenville, and in order to preclude discrimination of any form in any and all employment practices.

Implementation of this policy is the responsibility of all employees of the City of Greenville. The Human Resources Director has been designated by the City Manager as the staff executive in charge of ensuring compliance.

The laws administered by the EEOC are:

- Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits employment discrimination based on race, color, religion, sex, or national origin.
- The Equal Pay Act of 1963 (EPA), which protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination.

- The Age Discrimination in Employment Act of 1967 (ADEA), which protects individuals who are 40 years of age or older.
- Title I and Title V of the Americans with Disabilities Act of 1990 (ADA), which prohibit employment discrimination against qualified individuals with disabilities in the private sector, and in state and local governments.
- Sections 501 and 505 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified individuals with disabilities who work in the federal government.
- The Civil Rights Act of 1991, which, among other things, provides monetary damages in cases of intentional employment discrimination.